**Name - \_\_\_\_Kerry Aistrope\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Identify key questions you might use in your coaching conversation.*

|  |  |
| --- | --- |
| **Key Areas** | **Observation Notes** |
| * Type of Coaching Conversation * Directive/ Instructional * Collaborative * Facilitative/ Supportive | * Which type of Coaching Conversation is being planned? * Directive |
| * Purpose of the Coaching Conversation | * Review evaluation procedures and set observation date |
| * ***O****bjective Questions* * The “what” * Invitation to the conversation | * Because the continuous evaluation of staff is a critical component of supporting our staff and supporting our work, what observation scenarios might help you the most? |
| * *Reflective Questions* * The “what about the what” * Emotional | * *Drawing from former evaluations, what would be your most comfortable strength(s) and the area(s) that you would most like to improve?* |
| * ***I****nterpretive Questions* * The “so what” * Brainstorming | * *What information/data do you hope to gain from this observation and what information do you hope that I will gain from this evaluation?* |
| * ***D****ecisional Questions* * The “now what” * Identifies specifics “next steps” to be taken | * *What upcoming appointments, events, situations might yield the desired results of this evaluation? Let’s get them on the calendar.* |
| * *Based on the Decision, what are the responsibilities of the administrator?*   *This area will be completed after the conversation – to summarize the “next steps” of the administrator.* | *XXX will complete the pre-observation form. She will notify me of additional InPurpose meetings and keep me informed of changes in meetings.* |
| * *Based on the Decision, what are my responsibilities?*   *This area will be completed after the conversation – to summarize the “next steps” and responsibilities of the coach.* | * *I will observe XXX on Monday at the 15th at the InPurpose meeting. XXX has asked for specific feedback on how to get her agenda items met. I will listen and offer suggestions. I will continue to observe XXX in this format. Based on the questions asked in this conversation, we will provide feedback to each other on the Interpretive Question noted above.* |

**Reflection on the Coaching Conversation**

**Name: Kerry Aistrope**

**Date: 2/10/2010**

**Type of Coaching Conversation: Directive/Supportive Collaborative Facilitative/Supportive**

**Directive**

**Reflect on the coaching conversation you completed with the administrator:**

**What impact did planning for the conversation, including the development of the ORID questions, have on the coaching conference itself?**

**Planning for the conversation helped me get from start to finish without being sidetracked by questions asked of me or questions I would ask of XXX. It is as if I’m trying to find out more about XXX’s work than what this observation might yield; so it is important that I stay focused and concentrate on listening. The dynamics of the relationship that YYYY has with XXX and with InPurpose intrigue me. Mostly, I’m intrigued how YYY can do so much and accomplish so little, especially when the best supports are at his fingertips. Thus, this has to be about XXX and not my bias in regards to YYY’s efforts. Having written that helps me be aware and proactive. Maybe I need to listen even more so I can replace the bias with understanding driven by information and facts, not suppositions.**

**What was most challenging for you during the conversation? Most pleasing?**

**The greatest challenge for me during the conversation was to keep listening. As it should be, the conversation started out as a facilitative conversation and XXX was doing most of the talking. As it ended, it was directive. Though, I had to think about listening instead of jumping to solutions when she asked for ideas/strategies that I might offer to help her with her area of improvement. It would not have been best practice to offer solutions before witnessing the problem.**

**The most pleasing part of the conversation was the direct scheduling of an observation. Despite my email reminders, nothing was put into motion. It was also pleasing that XXX identified her areas of improvement. Actually, it was more shocking than pleasing. Her areas of improvement were to not be intimidated by another colleague. There is a strange dynamic there that I don’t want to see become an excuse for XXX nor do I want it to be an obstacle to her performance. In her work, it would not be helpful for her to be intimidated. I’m hoping I can give her some strategies to help her be a strong voice in the collaborative effort.**

**What might be some things you would do differently/the same in your next conversation?**

**I’m not moving away from the planning…invaluable. In fact, I hope it is a strategy to pass on to XXX.**

**What techniques will you specifically address in your next coaching conversation?**

**As noted in the comments on the evaluation, I appreciated the opportunity to reflect on the ‘strengths’ and ‘weaknesses’ portion of today’s learning. I heard my two partners share similar concerns. For me, coaching and evaluation are on a continuum. Coaching is what I do all the time as an extension of leadership; it is what builds other leaders. Evaluation is, for me, righting the course or reconfiguring the strategy when coaching hasn’t kept us all in the game. Knowing when to move from coaching to evaluation is a tough decision for me to make. Though listening to my colleagues talk, I think I have a plan. In the coaching process, the conversation would start out facilitative. If that didn’t contribute to the game then the conversation would move to a more supportive level. If that support didn’t contribute to the game then the conversation would move to a more directive level. At this point, maybe my standard for determining the move from coaching to evaluation is three and out!!!**

**If you have guidance, I’d love to hear it!!!!**